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14 August 1946

United States Civil Service Commission  
Washington 25, D. C.

Attention: Mr. L. A. Meyer, Executive Director and Chief Examiner

Gentlemen:


The operations of the Central Intelligence Group require the utmost security in the National interest. To provide this security it is felt that the classification sheets and documents pertaining to the positions occupied by members of the Central Intelligence Group should be kept in a place that provides more than usual safeguards. These should include control of personnel who have access to the area wherein personnel records are stored, twenty-four hour guard, and control of the individuals who have access to these records.

It is understood that the Civil Service Commission provided an exception to their standard rules (requiring that copies of classification sheets, etc. be retained by the Civil Service Commission) in the case of the Strategic Services Unit. Certain selected personnel of the Strategic Services Unit will be appointed in the Central Intelligence Group and the Strategic Services Unit finally liquidated in accordance with Executive orders. The Central Intelligence Group will perform for all Government agencies services that require as high type security as any previously performed by the Strategic Services Unit. It is also understood that the Strategic Services Unit furnishes individuals from the Civil Service Commission with locked safes, office space, clerical assistance and all other facilities required for the processing of classification sheets and documents. The combination of the safe to be known only to the Civil Service Commission representative and access to the room assigned be limited to these personnel.

In view of the above facts it is requested that you grant the exceptions outlined above to the Central Intelligence Group and further that the facilities presently provided for the Strategic Services Unit be transferred to Central Intelligence Group, Room 2262, New War Department Building, 21st and Virginia Ave., N.W., Washington 25, D.C.

If you approve the arrangements requested above, please indicate by indorsement and return the attached copy of this letter.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Colonel, GAO  
Executive for Personnel  
and Administration

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**UNITED STATES CIVIL SERVICE COMMISSION**

**Washington 25, D. C.**

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**AUG 28 1946**

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[Redacted]  
**Executive for Personnel  
and Administration  
Central Intelligence Group  
New War Department Building  
31st and Virginia Avenue, N. W.  
Washington, D. C.**

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**Dear** [Redacted]

**In reply to your letter of August 14, 1946, you are advised  
that the arrangement set forth in your letter for the care and  
custody of approved job classification sheets meets with the ap-  
proval of the Civil Service Commission,**

**Very truly yours,**

**/s/ L. A. MOYER  
L. A. Moyer  
Executive Director  
and Chief Examiner**

**Enclosure: 90438**

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